



City of Annapolis

Department of Planning & Zoning

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Historic Preservation Commission

January 23, 2014

The Historic Preservation Commission (HPC) of the City of Annapolis held its administrative meeting on January 23, 2014 in City Council Chambers. **Chair** Kennedy called the meeting to order at 7:30pm.

Commissioners Present: **Chair** Kennedy, **Vice Chair** Leahy, Zeno, Kabriel, Toews, Finch, Phillips

Staff Present: Craig-Historic Preservation Officer, Nash-Acting Director of P&Z, Greco-Public Works

The agenda was revised to move agenda Item E. before agenda Item D.

Chair Kennedy introduced the commissioners and staff. She stated the Commission's purpose pursuant to the authority of the Land Use Article and administered the oath en mass to all persons intending to testify at the hearing.

C. ANNOUNCEMENTS

Ms. Craig attended a National Alliance of Preservation Commissions Board retreat and briefly discussed some of the training opportunities available. She also distributed information from the National Preservation Institute that will be hosting training on historic windows in March in Greenbelt, Maryland. She reported that there is a small amount of training funds available to send a few commissioners who are willing to attend the training. She provided a copy of all the training events being held for members to consider. **Chair** Kennedy noted that the HPC as a certified local government, have a \$1,000 in training pass through funds from the National Park services and this is a July 1 through June 30th program. Ms. Craig added that it is her belief that all of those funds remain available and in addition there will be \$1,000 from next year. There are additional funds in the amount of \$2,800 for the National Alliance for Preservation forum held in Philadelphia this year. She will provide additional information as it gets close to that event. She mentioned that Maryland's tax credits were profiled in the Alliance Review.

E. PRE APPLICATION

Chair Kennedy reminded those present that this is an informal discussion and held as a courtesy to the applicants to determine feasibility as well as to address any other issues of concern that may arise at the hearing. This review does not constitute an approval and nothing discussed in this session will be binding on the commissioners or applicants.

1. Wayfinding/Pedestrian Signage in Historic District

Dr. Sally Nash, Acting Director of Planning and Zoning provided a map of the proposed signs for installation in the historic district. She described the types of signs that include pedestrian directional, kiosk signs and banner signs. She went over the dimensions and the proposed locations. She reported that there will be approximately 44 signs in the first phase of the process but not all these signs will be located in the historic district. She indicated that of the 44, 15 will be replacement signs and 29 new signs. She indicated that the banner signs will be located outside of the historic district.

Chair Kennedy **summarized** that the feedback from the HPC is that the three side kiosk should have a less heavy base to be more consistent with the rest of the structural components and would be

compliant. There were a couple of queries from the HPC for an additional kiosk at Hopkins Plaza since that is a significant gathering space. The applicant should take a relook at the over clustering at Conduit and Main Streets. In addition, there should be the installation of a map at the bottom of the garage stairwell. A full application will need additional information on the compass size, location, installation and material specification. There also needs to be discussion of an additional map at the Harbormaster/Visitor Center that focuses on funneling people to Maryland Avenue and to the Naval Academy. **Vice Chair** Leahy asked for information on the material of the signs itself and a copy of the current map for review.

Dr. Nash anticipates a full application presentation at the regular March meeting.

D. ADMINISTRATIVE BUSINESS

1. Rules of Procedure Public Hearing on Revisions

Chair Kennedy noted that the Rules of Procedure document is not ready for public hearing but is another version for HPC review. She discussed the changes made to the Rules of Procedure document since the last discussion. She anticipates a response from the Law Office in time to hear this agenda item on the February agenda but if not definitely the March meeting.

2. Final Review and Approval of Banner Locations

Chair Kennedy noted that there has been an ongoing discussion regarding banners and that there is an established standard dimensions for the sign. The brackets will be installed by DPW and the maximum hang time is 30 days unless it relates to the Thanksgiving/Christmas holiday. Ms. Craig agreed to send a copy of the three maps.

3. Administrative Approvals Issued for July 2013 – December 2013

Vice Chair Leahy moved to accept the administrative approvals dated July 2013 – December 2013 into the record. Mr. Kabriel seconded the motion. The motion passed unanimously in a vote of 7-0.

F. ADJOURNMENT

With there being no further business, **Vice Chair** Leahy moved to adjourn the meeting at 8:57pm. Ms. Zeno seconded the motion. The motion passed unanimously in a vote of 7-0.

The next meeting is scheduled for February 11, 2014 at 7:30pm at the City Council Chambers.

Tami Hook, Recorder